

MEMORANDUM



Date: December 1, 1992

To: Executive Committee

From: *Frank Carlile, Tom Barry*
Frank Carlile, Tom Barry

Copies: Carolyn Runyan, Greg Waddell

Subject: Survey of Document Management Activities

At a recent Executive Committee meeting, Secretary Watts directed that a task team be formed to review the status of the Department's efforts in the area of document management. After meeting one time in Tallahassee, we felt it best to establish a baseline by conducting a survey of activities that are taking place around the state.

Attached is a report provided by the BISP Production Management BAA Team. The report was drafted after the team did district and central office visits. We would appreciate your staff's review of the report to provide updates for activities underway in your area and any other comments you may have.

We will use the information provided by your responses to establish a formal task team to assist in recommending direction for these efforts. The results will also help ensure that we do not have duplicate efforts underway and that no one area is dictating the final course for the overall document management system(s).

Please send your response to Carolyn Runyan, Mail Station 18, (E-Mail OP936CR) by January 8, 1993.

TFB:b
Attachment

Note: These meeting minutes were reviewed as part of preliminary survey, audit step B8. They are available in the EDMS project files. The meeting minutes began in August of 1993, and ended in February of 1998. They applied to the development, vendor selection, and project management phases of the EDMS initiative. Evidence of our review of these documents can be found on pages D10.4-D10-15. Results and Conclusions of the review are summarized on pages D10-D10.3 and pages D2.12-D2.14 of the Summary of Preliminary Survey Results.